

ARCS PROCEDURE:	PROCESSING A RECORD	PRO(TWPPO)-015.000
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Processing a Record

I. Purpose:

To provide instructions on processing a record.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

Steps:

1. When a new record is received, search for the instrument's serial number in the OMS from the comments field.
 - a) If a serial number appears, refer to PRO(TWPPO)-016.000, *Updating A Record (Office Personnel)* and proceed no further with this process summary.
2. Request an identifier.
3. Log the record into the OMS.
 - Date - Enter the date the record was signed
 - Record Catalog Category – Type
 - Subject - Title of the record
 - Author - Person who completes record.
 - Originator - Person who designed or administrates the procedure/document (Could be the same as author)
 - Status - Click on the "Current" radio-button to indicate that it is an active record
 - Filed at - TWPPO (Drawer # ?? Ops Room)
 - Comments - Enter the serial number of the instrument
4. Affix a label with the requested identifier on top right hand corner of document.
5. Place the record in the "To Be Filed" tray.

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V. References:

None.

VI. Attachments:

None.